Assistant VP, International Affairs

Job Code 50021367

General Description
The purpose of the proposed job is to increase the international profile and reputation of the university through the expansion of international students attending Texas State.

Examples of Duties
Provide oversight and direction for the achievement of the university’s internationalization goals. Ensure compliance with all federal, state, and university rules and regulations for international students. Oversee contact with FosterQuan, LLC for gaining legal advice on matters such as immigration concerns and permanent residency. Ensure permanent and financial success of Texas State Intensive English. Ensure academic and financial success of Study Abroad. Manage recruiting and marketing plans to increase the university’s international student population. Manage international agreements between Texas State and educational institutions in countries of interest. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; federal, state, and university policies related to international students, faculty, staff, visitors, and travel.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinate meetings with Texas State Faculty and staff, and other state agency representatives.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; prioritize own workload and readjust as needed; negotiate and partner with diverse internal and external constituents.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements